INFORMATION BULLETIN

EDD
Employment
Development
Department

State of California

WORKFORCE INVESTMENT ACT

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Date: April 16, 2001
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON MAY 22-23, 2001

The purpose of this information bulletin is to announce the Management Information System (MIS) User Group meeting scheduled for May 22-23, 2001. A draft agenda, training overview, and registration form are attached.

The meeting will be held at the WestCoast Anaheim Hotel located at 1855 South Harbor Boulevard, Anaheim, California 92802. Special hotel rates are available until April 21, 2001, and may be obtained by calling the hotel directly at (714) 750-1811. Please ask for reservations and mention the *"Employment Development Department"* room block. Be prepared to give your credit card number to guarantee the special single or double room rate of $84, plus a 15.8 percent room tax. For room availability between April 21 and May 4, 2001, please contact our conference coordinator, Bill Swearingen, at (916) 654-8283. If you require a room reservation after May 4, 2001, contact Bill Swearingen to obtain accommodations; however, availability is limited and may not be at the meeting site.

Airport Ground Transportation: There is a scheduled bus service via Airport Bus between the hotel, Los Angeles International ($14), or John Wayne International Airports ($10). We have a limited number of Airport Bus discount tickets that we will mail out on a first-come, first-served basis. The SuperShuttle also provides transportation from both airports and can be reached at 1-800-BLUEVAN (1-800-258-3826), or you can book your reservations on-line at http://www.supershuttle.com.

Driving Directions:

From San Diego and points South:
Take 805N/I-5N towards Los Angeles, take the Katella Avenue exit towards Anaheim Boulevard, merge onto Anaheim Way, turn slight left onto East Katella Avenue, and then turn left onto South Harbor Boulevard and the hotel is on the right.

From San Bernardino and points East:
Take I-215S, go straight onto CA-91W, take the CA-57 exit towards Santa Ana/Pomona and keep left at the fork in the ramp, merge onto CA-57S, take the Katella Avenue exit, turn right onto East Katella Avenue, turn left onto South Harbor Boulevard. The hotel is on the right.

From Burbank/LA and points North:
Take the I-5 S/Golden State Freeway ramp towards Los Angeles, merge onto I-5S, take the Harbor Boulevard exit, keep right at the fork in the ramp, merge onto South Harbor Boulevard. The hotel is on the right.

On-site parking fees are waived for conference attendees.

If you plan to attend this meeting, please complete the attached registration form *(Attachment 3),* and fax it to the Job Training Automation (JTA) Help Desk at (916) 654-9586 no later than 4 p.m., Thursday, May 17, 2001. Due to space limitations, only two representatives from each area will be guaranteed a reservation for the meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated, as space is available.

Due to the overwhelming popularity at the last MIS conference, the JTA Help Desk will run an information Kiosk at the registration desk. If you have specific Workforce Investment Act/Welfare-to-Work questions or problems and need assistance, there will be someone available to help. You can also drop off a hard copy of any questions and the JTA staff will research it and get back to you at your convenience.

We look forward to seeing you in Anaheim. If you have any questions regarding the meeting, please contact the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE
    Chief

Attachments

MANAGEMENT INFORMATION SYSTEM (MIS)
USER GROUP MEETING
WestCoast Anaheim Hotel
1855 South Harbor Boulevard
Anaheim, California
May 22–23, 2001

Agenda

Monday, May 21, 2001

5:00 p.m.–6:00 p.m.	Pre-Registration (Pick up those packets early!)	Debara Johnson, Workforce Investment Division (WID) Cheron Dudley, WID

Tuesday, May 22, 2001

8:00 a.m.–9:00 a.m.	Registration	Bethanie Hobart, WID Patrick Cahill, WID
9:00 a.m.–9:15 a.m.	Opening	Annette Wolfgang, WID
9:15 a.m.–9:45 a.m.	JTA Update	Karen Willstatter, Information Systems Division (ISD)
9:45 a.m.–10:15 a.m.	WIA Base Wage and Supplemental Data	Cindy Hobart, WID Mike Ogden, WID
10:15 a.m.–10:45 a.m.	WIA and WtW Financial Update	Dave Rexius, WID
10:45 a.m.–11:00 a.m.	Morning Break	
11:00 a.m.–11:30 a.m.	WIA Client Forms - Frequently Asked Questions	Cindy Hobart, WID Annette Wolfgang, WID

Tuesday, May 22, 2001

11:30 a.m.–12:00 p.m.	WtW Participant Reporting Amendments	Cheron Dudley, WID
12:00 p.m.–1:15 p.m.	Lunch on your own	
1:15 p.m.–1:45 p.m.	What is an FSR?	Mary Lou Barber, Technology Policy and Planning Division, (TPPD) Sandy Murray, TPPD
1:45 p.m.–2:15 p.m.	JTA Help Desk Process – Making It Work For You	Cheron Dudley, WID Patrick Cahill, WID Debara Johnson, WID Mike Ogden, WID
2:15 p.m.–2:30 p.m.	Break	
2:30 p.m.–3:30 p.m.	Open Forum	Annette Wolfgang, WID
3:30 p.m.–4:30 p.m.	Standalone/Timeshare Breakout Sessions	Karen Willstatter, ISD Annette Wolfgang, WID

Wednesday, May 23, 2001

8:00 a.m.–8:30 a.m.	Registration (for first time registration)	Bethanie Hobart, WID Patrick Cahill, WID
8:30 a.m.–12:00 p.m.	New MIS Administrator Overview	Debara Johnson, WID
8:30 a.m.–12:00 p.m.	SQL Workshop	Mike Ogden, WID Patrick Cahill, WID
8:30 a.m.–10:30 a.m.	Financial Reporting – WtW and WIA	Dave Rexius, WID Martha Overman, WID Tristyn Schmidt, WID
10:30 a.m.–10:45 a.m.	Break	
12:00 p.m.–1:00 p.m.	Lunch on your own	
1:00 p.m.–3:00 p.m.	WIA Participant Reporting	Mike Ogden, WID Patrick Cahill, WID
1:00 p.m.–3:00 p.m.	Financial Reporting – WtW and WIA	Dave Rexius, WID Martha Overman, WID Tristyn Schmidt, WID

TRAINING OVERVIEW
MAY 23, 2001

DESCRIPTION OF SECOND DAY TRAINING

New MIS Administrator Training—This session will be an overview of the JTA system screens and programs available to the new MIS Administrator. There will also be an open forum to discuss issues and address questions pertaining to the JTA system.

Structured Query Language (SQL) Workshop—This session is designed for MIS Administrators who already have experience producing basic SQL's, but would like help with multiple table queries and detailed criteria statements. This session will also help decipher what is really wrong with your SQL when you receive those pesky error messages. Attendees are encouraged to bring a statement that they have been working on, or an idea for one that they would like to have.

Financial Reporting—WIA and WtW—The session will focus on WIA and WtW expenditure reporting and will include the following topics: The WIA financial reporting requirements, WtW financial reporting requirements, cash draws, JTA reporting screens, WtW closeouts, and WIA closeouts.

WIA Participant Reporting—The focus of the session is how to utilize the JTA screens used for participant reporting and to explain what those reports really mean. The participant reporting screens that will be covered include running the extract of the individual participant data, local performance reports, client tracking reports, and quarterly / monthly participant reports.

REGISTRATION FORM
Management Information System User Group Meeting
May 22-23, 2001

Please fax this form to the Workforce Investment Division at (916) 654-9586:

Attention: Automation Customer Support

Deadline for registration is Thursday, May 17, 2001. Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that *two representatives* from each subgrantee will be able to attend the MIS Meeting. Please indicate the priority of attendance for each representative from your area. Room for extra representatives will be accommodated, as space is available.

Name: _____

Title: _____

LWIA/ Subgrantee: _____

Phone: _____ FAX: _____

Check one of the choices listed below if you plan on attending the first day sessions:

☐   I will be attending as one of the two guaranteed spaces.

☐   Please add me onto the space available listing.

☐   Number of Airport bus discount tickets requested

Mail to: _____

_____

Check the second day sessions that you wish to attend (one per time frame):

Morning Session	
_____ 8:30 a.m.–12:00 p.m.	New MIS Administrator Overview
_____ 8:30 a.m.–12:00 p.m.	SQL Workshop
_____ 8:30 a.m.–10:30 a.m.	Financial Reporting

Afternoon Session	
_____ 1:00 p.m.–3:00 p.m.	WIA Participant Reporting
_____ 1:00 p.m.–3:00 p.m.	Financial Reporting – WtW and WIA